

## CalSMART Instructions for Submitting an Active Transportation Program (ATP) Project Progress Report

CalSMART is an online reporting tool that has been in use for several months for the Local Streets and Roads (LSR) and State of Good Repair (SGR) Programs. A new module has been added to CalSMART that will allow it to be used for quarterly progress reporting on other Senate Bill 1 (SB 1) programs, including the Active Transportation Program (ATP). This has replaced the fillable pdf email submittal process that has been in use for previous reporting rounds for ATP.

Users who already have a CalSMART account for LSR or SGR need to login and request access to the 'Other SB 1 Funded Programs' module. **IF USERS DO NOT SELECT 'OTHER SB1 FUNDED PROGRAMS' THEN NO ROLE WILL BE ASSIGNED, AND NO PROJECTS TO REPORT ON WILL POPULATE.**

New users need to register for an account. After registering and logging on to your CalSMART Account, use these instructions as a step-by-step guide to complete your ATP project's progress report to prevent Caltrans from returning the report for an update and re-submittal.

If you do not have a CalSMART account, follow these steps to register for a CalSMART account:

1. Visit [calsmart.dot.ca.gov](https://calsmart.dot.ca.gov) to register for an account

When registering, select 'Other SB1 Funded Programs' as your project's program **IF USERS DO NOT SELECT 'OTHER SB1 FUNDED PROGRAMS' THEN NO ROLE WILL BE ASSIGNED, AND NO PROJECTS TO REPORT ON WILL POPULATE.**

2. Submit registration

- a. You will receive an email that your registration has been requested for approval by Caltrans and include a link for you to verify your email. **IF YOU DO NOT VERIFY YOUR EMAIL, CALTRANS CANNOT APPROVE YOUR REGISTRATION.**

3. Caltrans will review registration request

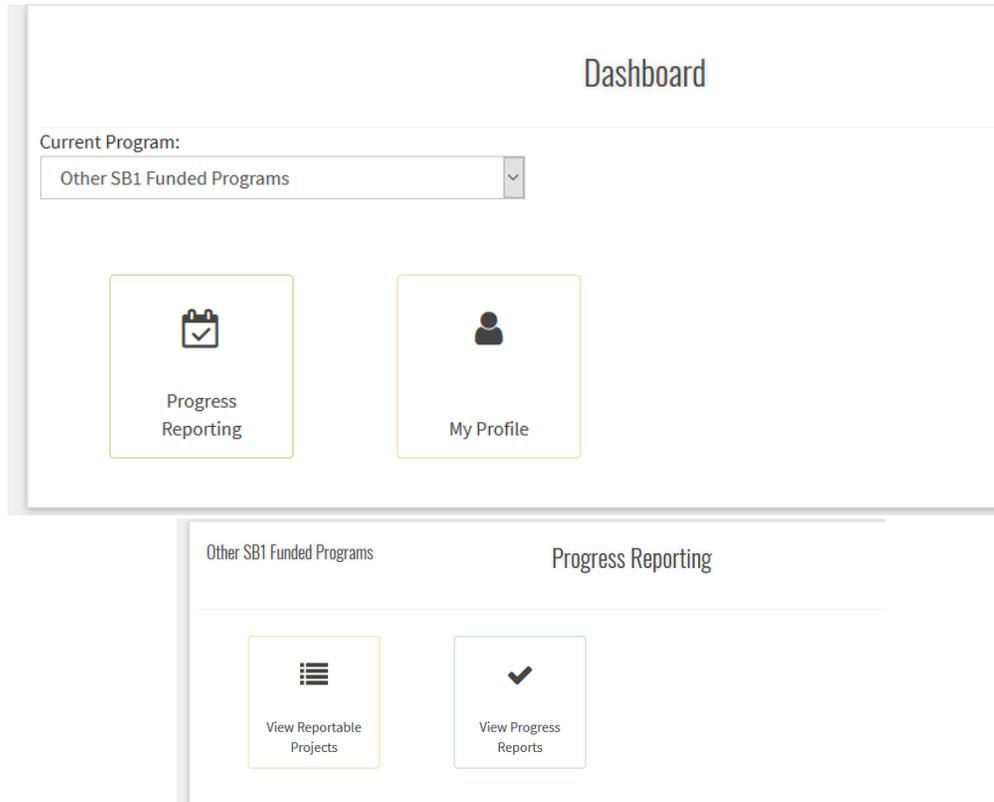
- a. You will receive an email confirming whether your account was approved or rejected

Once your CalSMART registration is approved by Caltrans, please log in to your account, follow these steps to create and submit an ATP project progress report.

A. DASHBOARD - By logging successfully, you will be taken to the Dashboard

1) CURRENT PROGRAM (drop-down list) – Select ‘Other SB1 Funded Programs’

- i. *PROGRESS REPORTING* – Select the ‘Progress Reporting’ button to move to the next screen to view reportable projects for your agency
- ii. *VIEW REPORTABLE PROJECTS* – Select the ‘View Reportable Projects’ button to view all of your agency’s projects that require a progress report
- iii. *VIEW PROGRESS REPORTS* – Select the ‘View Progress Reports’ button to view all project reports that were already created for this quarter and require submittal



- iv. Check the box to the left of the project you would like to create a project progress report for and select ‘Create Report’ at bottom right of your screen
- v. If you do not see your report, go back one step and select ‘View Progress Reports’ (someone else may have already created it)

SB1		CaSMART		Dashboard		Reporting		Users	
Projects Requiring Progress Reports: 2									
Select	District	PPNO	EA	Project ID	County	Route	Title	Program	
<input type="checkbox"/>	06	6768			FRE		Manning Avenue Safe Routes to School	ATP	
<input type="checkbox"/>	06	6912			FRE		Parlier Safe Routes to School	ATP	

**B. GENERAL INFORMATION** – Now your project’s progress report is created with auto-populated information from Caltrans’ records for you to complete and submit.

**PROGRESS REPORT**

General Information			
Report ID	Agency	Period	Prepared By
PRG-1-312-0003	City of Parlier	03/15/19 - 04/15/19	Jaime Espinoza

Contact Information	
Contact*	Contact Title*
Phillip Romero	Project Manager
Contact Phone*	Contact Email Address*
(559) 244-3123	promero@yhmil.com

Project Information				
Project ID	Title	District	EA	PPNO
	Manning Avenue Safe Routes to School	06		6768

Implementing Agencies	
PA&ED	PS&E
City of Parlier	City of Parlier
Right of Way	Construction
City of Parlier	City of Parlier

**Steps**

- General Info
- Milestones
- Time Extensions
- Funding
- Expenditures
- Outcomes & Outputs
- Corrective Action Plan

Submit

- 1) Review the information populated in the GENERAL INFORMATION and update as needed, where the system allows. If the system does not allow you to update something, please send request to [atpprogressreporting@dot.ca.gov](mailto:atpprogressreporting@dot.ca.gov).
- 2) Once the GENERAL INFORMATION is verified, select save to save the information.
- 3) Once you’ve saved the GENERAL INFORMATION, move on to the MILESTONES section on the right-hand side of the screen.

C. MILESTONES

Project Milestones				
Milestone	Not Required	Approved Completion Date (by CTC)	Planned Completion Date	Actual Completion Date
Baseline Agreement	<input type="checkbox"/>			
PA&ED				
ROW Cert				
Ready to List				
Begin Construction				03/20/2019
End Construction			03/25/2019	
Completion Report				
Final Delivery Report				

Steps (Not Saved)

- General Info
- Milestones**
- Time Extensions
- Funding
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Submit

- 1) **BASELINE AGREEMENT NOT REQUIRED (check box)** – This box will automatically be checked if a Baseline Agreement is not required (as specified in the CTC’s SB 1 Accountability and Transparency Guidelines).
- 2) **PLANNED COMPLETION DATE** – Select a Planned Completion Date for each future planned milestone applicable to your project (excluding the Completion and Final Delivery Reports), **whether the phase is funded by ATP or not.**

\*System will not allow you to enter any past dates, if there are any past dates – you should add the date as an **ACTUAL COMPLETION DATE**.

- i. For NI projects, include the begin and end dates in the Construction phases.
  - ii. For combination (infrastructure and NI) projects, select a begin date for whichever begins sooner, construction or NI activities. Select an end date for whichever (infrastructure or NI) is ending later.
  - iii. For PLAN projects, enter the dates in the Construction rows.
- 3) **ACTUAL COMPLETION DATE** – Select an Actual Completion Date for each completed milestone applicable to your project that is complete, **whether the phase is funded by the ATP or not.** The system will only accept dates from the past.

**NOTE: The system requires a Planned OR Actual date and will not allow you to enter both.**

- 4) Save and move on to the Time Extensions section.

*\*Completion Reports are due within six months of construction contract acceptance or the project becoming operable (open to the public), or all NI activities are complete. Project user counts are required in the Completion. PLAN projects are excluded from requiring counts.*

*\*Final Delivery Reports are due within 180 days of the conclusion of all remaining project activities beyond the acceptance of the construction contract to reflect final project expenditures, any changes that occurred after submittal of the Completion Report and an updated evaluation of the benefits. Actual after user counts are required in the Final Delivery Report and should be conducted the same time of year as the before counts. PLAN projects are excluded from requiring counts.*

**D. TIME EXTENSIONS**

PROGRESS REPORT			
Approved Time Extensions (in months)			
Phase	Allocation	Award	Expenditure
PA&ED			
Right of Way			
PS&E			
Construction			

Steps

- General Info
- Milestones
- Time Extensions**
- Funding
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Submit

- 1) Enter any time extensions (in months) that have been approved by the California Transportation Commission.
  - i. Do not enter any anticipated or submitted extension requests that have not been approved.
- 2) Save and move on to the Funding section.

**E. FUNDING**

PROGRESS REPORT										
Funding (in \$1,000)										
Phase	Approved Project Funding	SBI Funding					Other Funding			
		SHOPP	LPP Comp	LPP Form	SCCP	TCEP	ATP	State	Federal	Local and Private
PA&ED	3						3			
PS&E	17						17			
RW Support										
Const Support										
RW Capital										
Const Capital	180						180			
<b>Total</b>	<b>200</b>						<b>200</b>			

Award Amount (in \$1,000)

Steps

- General Info
- Milestones
- Time Extensions
- Funding**
- Expenditures
- Outcomes & Output
- Corrective Action PI

Submit

- 1) ATP amounts per phase in this section will auto-populate.
  - \*Local funds will auto-populate in future rounds.
- 2) **AWARD AMOUNT (IN \$1,000S)** - If a construction contract or a consultant contract has been awarded, enter the entire award amount (ATP plus other funds) in 1,000s here.

F. Save and move on to the Expenditures section.

**EXPENDITURES**

Expenditures (in \$1,000)												
Phase	Total	SB1 Funds						Other Funds				Planned Expenditure at Completion
		SHOPP	LPP Comp	LPP Form	SCCP	TCEP	ATP	State	Federal	Local & Private	Additional Local	
PA&ED												
PS&E												
RW Support												
Const Support												
RW Capital												
Const Capital												
<b>Total</b>												

Steps

- General Info
- Milestones
- Time Extensions
- Funding
- Expenditures**
- Outcomes & Outputs
- Corrective Action Plan

Submit

- 1) **ADDITIONAL LOCAL** – Enter any expenditures (in 1,000s) for your project that were not ATP funded.
- 2) **PLANNED EXPENDITURES AT COMPLETION** – Enter the total anticipated expenditures at the time of completion for all applicable phases, whether ATP funded or not.
  - i. Enter all RW costs in RW Capital, and none in RW Support
  - ii. Enter all Const costs in Const Capital, and none in Const Support
  - iii. Include any CON-NI funds in the Construction Capital phase.
- 3) Save and move on to the Outcomes and Outputs section.

**G. OUTCOMES & OUTPUTS**

Outputs & Outcomes				
Output	Approved	Current	Units	
New Class 2 Bike Lanes/Routes	1962	<input type="text"/>	Linear feet	
New Crosswalk	2		Each	
New Sidewalks (4' to 8')	1962		Linear feet	

Steps

- General Info
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Delete Selected Add Output Submit

- 1) **APPROVED OUTPUTS** – Approved outputs will auto-populate based on the scope approved.
- 2) **CURRENT OUTPUTS** – Enter the current anticipated outputs at the time of project completion.

**\* NOTE:** If the outputs that auto-populated are incorrect, please add the correct outputs in the current column and if there is an output that does not auto-populate, you may select the 'Add Output' button and enter any additional outputs. Include an explanation in the Corrective Action Plan tab.

Corrective Action Plan (fill in)

If there is a change in the project cost, schedule, scope, and/or expected benefits, provide a summary describing the reason for the change and describe below the corrective action plan to manage any risk to the implementation of the project as programmed.

\* Required Field

**Cost**

**Schedule**

**Scope**

**Benefits**

If CTC action is required to implement a Corrective Action Plan, when do you anticipate submitting the request?

Steps

- General Info
- Milestones
- Time Extensions
- Funding
- Expenditures
- Outcomes & Outputs
- Corrective Action Plan

Submit

- 1) **COST** – If there is a change in the project cost, provide a summary describing the reason for the change and describe the corrective action plan (CAP). For example, if construction is going to cost more than anticipated, provide a description of why and how the cost overrun will be funded.
- 2) **SCHEDULE** – If there is a change in the project schedule, provide a summary describing the reason the change and describe the CAP. For example, if a project is delayed and the schedule is pushed out, the project may need a time extension. Describe the delay and steps to take to deliver the project without funds lapsing.
  - i. *If the schedule is within the approved and no CAP is needed, explain this.*
- 3) **SCOPE** – If there is a change in the project scope, provide a summary describing the reason the change and describe the CAP. For example, if a project scope change is proposed, provide a summary describing the reason and that you will be submitting a scope change request to Caltrans.
- 4) **BENEFITS** – If there is a change in the project schedule, provide a summary describing the reason the change and describe the CAP.
- 5) **IF CTC ACTION IS REQUIRED TO IMPLEMENT A CAP, WHEN DO YOU ANTICIPATE SUBMITTING THE REQUEST** – Select a date of when you anticipate submitting a time extension request or a scope change request to Caltrans.

Once your report is submitted, Caltrans will review and approve or send back with comments for updating the report. Agencies must update their report and re-submit to comply with reporting requirements.